

CRIMINAL LEGAL SECRETARY I
CRIMINAL LEGAL SECRETARY II
CRIMINAL LEGAL SECRETARY III

Class No. 002775
Class No. 002776
Class No. 002777

DEFINITION:

To perform a full range of secretarial services to attorneys in various aspects of legal service functions; and perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Criminal Legal Secretary I, II, and III's are legal secretaries assigned to legal departments such as the District Attorney, Public Defender, Alternate Public Defender and Department of Child Support Services. Positions in these classes compose and prepare of legal documents of a complex and sensitive nature involving litigation matters in criminal and civil law.

Criminal Legal Secretary I: This is the entry-level class of the series. Under immediate supervision, incumbents work with increasing independence and responsibility to provide secretarial support services to attorneys and other professionals.

Criminal Legal Secretary II: This is the journey-level class of the series. Under general supervision, incumbents independently provide a full range of secretarial support services to attorneys and other professionals on complex, confidential, and highly sensitive matters pertaining to both criminal and civil law.

Criminal Legal Secretary III: This is the highest class of the series. Under general supervision, incumbents are responsible for supervising subordinate Criminal Legal Secretaries and clerical staff within a division.

EXAMPLES OF DUTIES:

Prepares and types, from rough drafts and tape, a wide range of legal documents pertaining to criminal matters such as: pleadings, briefs, opinions, proceedings, contracts, ordinances, orders, complaints, decisions, subpoenas, warrants, affidavits, motions, notices of hearings, reports, and certificates of rehabilitation, using appropriate formats; drafts and types routine memos and correspondence; assists and supports attorneys and other professionals in various aspects of legal work; compiles supporting information and substantiating documents as directed by attorneys or other professionals; compares legal references with reference books to ensure that citations are accurate; files documents with the Courts (Superior, Federal, and Appeals) according to specified legal requirements and time deadlines; schedules appointments and makes travel arrangements for attorneys; maintains files, records, and indices; schedules and maintains appointment calendars for attorneys and professional staff; screens phone calls and provides authoritative information to departmental representatives, opposing parties, and outside agencies; relieves attorneys of clerical work and minor administrative and business details; collects and provides information to courts, law enforcement agencies, and opposing legal parties.

Criminal Legal Secretary III:

All of the duties listed above including: provides first-line supervision to subordinate Criminal Legal Secretaries by

coordinating and directing their daily activities, assigns work priorities to meet strict deadlines; interviews, hires, selects, trains, schedules, and evaluates the work of subordinate staff; schedules depositions; composes memorandum and correspondence; screens and distributes mail; assists attorneys and professionals in performing other business or administrative functions; prepares statistical workload reports; and maintains office supply inventory.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Criminal Legal Secretary I
 II = Criminal Legal Secretary II
 III = Criminal Legal Secretary III

<u>I</u>	<u>II</u>	<u>III</u>	
T	T	T	General basic legal processes and procedures.
T	T	T	Legal terminology, legal documents, formats, layouts, and forms.
T	T	T	Business English usage of a legal nature.
T	T	T	Modern office equipment operation and application (i.e., word-processors, computers, typewriters, transcribing machines, and photocopiers).
T	T	T	General office practices, operating procedures, policies, and clerical routines.
G	T	T	Rules and procedures of local, State, and Federal Courts.
--	G	T	Departmental policies and procedures.
--	G	T	Principles, practices, and techniques of supervision and training.

Skills and Ability to:

The following skills and abilities apply to all classes.

- Type a wide variety of legal documents with speed and accuracy.
- Utilize modern office equipment (including word processing systems).
- File documents with the various courts in a timely manner.
- Establish and maintain effective working relationships with professional staff, departmental representatives, and outside agencies.
- Maintain confidentiality of all information pertaining to legal criminal and civil issues.
- Research codes, citations, quotes and other documented information for accuracy and completeness.
- Work independently, and determine priorities to meet strict work deadlines.
- Effectively communicate in oral and written form.
- Maintain legal filing and record systems.
- Take and transcribe legal dictation accurately.
- Speak clearly and concisely to obtain and relay information.
- Compose routine correspondence.
- Establish and maintain cooperative work relations with those contacted during the course of work.

Criminal Legal Secretary III (in addition to the above):

- Schedule, plan, assign, train and evaluate the work of subordinates.
- Provide clear oral and written instructions to subordinates.
- Direct and coordinate the daily activities of subordinate secretarial and clerical staff.
- Establish and maintain legal filing and record systems.
- Maintain office supply inventory.
- Prepare statistical reports.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrate possession of the knowledge and skills stated above. Examples of such education and experience combination are:

Criminal Legal Secretary I:

1. One (1) year of full-time work experience performing legal secretarial duties involving direct secretarial services to attorneys; OR,
2. Two (2) years of recent full-time legal clerical experience preparing and processing legal documents; OR,
3. The completion of a legal secretarial curriculum at a community college or a recognized, accredited business school.

Criminal Legal Secretary II:

1. One (1) year of experience as a Criminal Legal Secretary I in the County of San Diego; OR,
2. Two (2) years of full-time work experience performing legal secretarial duties involving direct secretarial services to attorneys. Experience must have included preparing briefs and pleadings, checking citations, setting up depositions, and setting up and maintaining files using transcribing (voice reproducing) machines, rough draft, or shorthand.

Criminal Legal Secretary III:

1. One (1) year of experience as a Criminal Legal Secretary II in the County of San Diego; OR,
2. Three (3) years of full-time work experience performing legal secretarial duties involving direct secretarial services to attorneys. Experience must have included preparing briefs and pleadings, checking citations, setting up depositions, and setting up and maintaining files using transcribing (voice reproducing) machines, rough draft, or shorthand.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**Certificate:**

An ORIGINAL (no photocopies) typing certificate for at least 50 net WPM with a maximum of five errors. Typing test must be administered under International Typing Contest Rules: At least a five minute test of unfamiliar material with two (2) gross word penalty for each error. The certificate must state the gross words per minute attained and the number of errors, and must have been issued within the last 2 years. Some positions may require typing at 60 WPM. If you wish to have your record reflect the higher typing speed, you must submit an original typing certificate for 60 net WPM.

Note:

Some positions for Criminal Legal Secretary III may require shorthand or speed writing skills. If you wish to be considered for this type of position, you must submit an ORIGINAL shorthand certificate for at least 90 net WPM with 98% accuracy for 2 minutes. The certificate must be no more than 2 years old from the date of application.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

